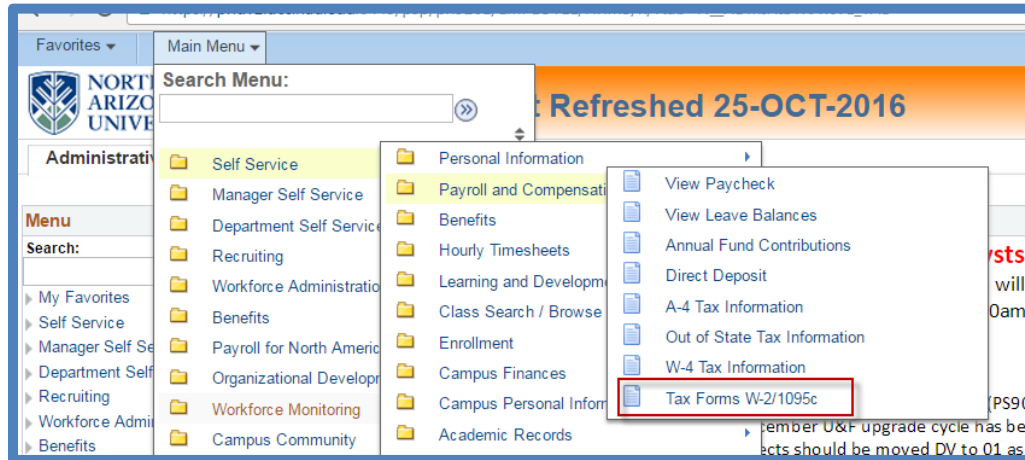


Tax Forms (W-2/1095c) Delivery Election Process

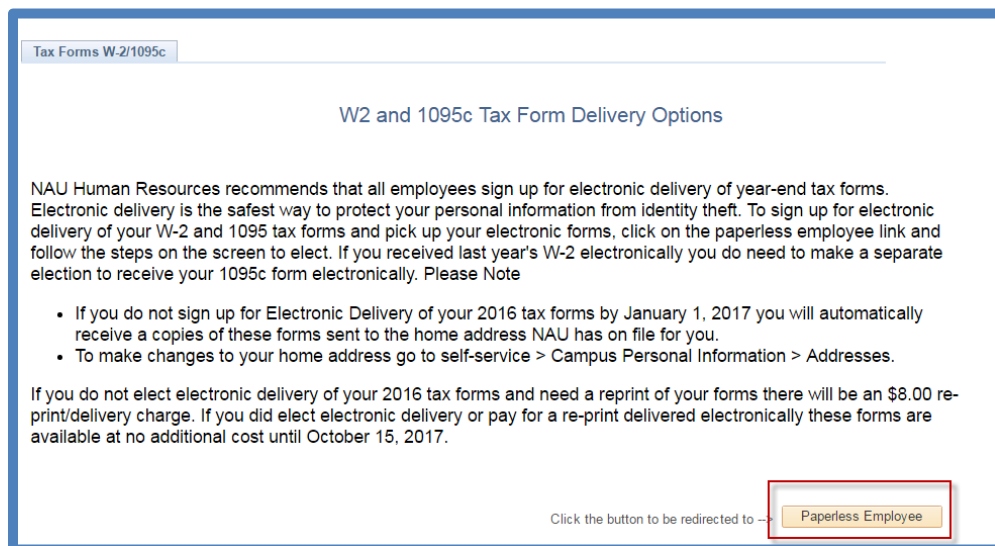
Note: Please use **Mozilla Firefox** or **Google Chrome** when attempting to access Paperless Employee from LOUIE.

Log into LOUIE – Main Menu – Self Service – Payroll and Compensation – Tax Forms W-2/1095c



Select "Tax Forms W-2/1095c"

You will be taken to the following page – read the information then click on the "Paperless Employee" link at the bottom.



Clicking on this link will route you directly to the Paperless Employee site by which you can take the appropriate action to have your tax forms – W-2 and 1095c delivered electronically if you have not already done so.

If you have not made this election previously you will see the following:

Contact and Electronic Statement Options

Your Account Settings are incomplete. Please complete the section(s) below:

- [Delivery & Notifications Options](#)

Your NAU email is automatically populated and you do NOT have to set up an Alternate Email or a Cell phone unless you wish to. You may simply use your NAU email account as pictured here:

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address
[Redacted]@nau.edu Enter your primary email address.

Retype Email Address
[Redacted]@nau.edu

Alternate Email Address
[Redacted] Enter your alternate email address.

Retype Alternate Email Address
[Redacted]

Cell Phone
[Redacted] (Select a carrier) Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

[Text Text Message](#)

NOTHING REQUIRED UNLESS YOU ADD INFORMATION

You will then need to make the following elections for **BOTH** your W-2 and 1095c (ACA form).

Electronic Statement Notification Options

Would you like to access your 2016 tax statement electronically?

☒ Yes
☐ No

This is the W-2

By choosing YES, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Email Address	Alternate Email Address	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You will need to check at least one notification box, which would be Email address if you only want it delivered to your NAU email account

If you are eligible for a 2016 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes
☐ No

This is for the 1095c - ACA Form

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing YES, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will not receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can [download the free Adobe Reader](#).

Email Address ☐ Alternate Email Address ☐ Cell Phone ☐

You will need to check at least one notification box, which would be Email address if you only want it delivered to your NAU email account

Save Notification Option Settings Cancel

Save Notification options once you are done with your elections

If you wish to receive notifications at an Alternate email or via text message you would add either or both:

Contact and Electronic Statement Options

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address
[Redacted]@nau.edu Enter your primary email address.

Retype Email Address
[Redacted]@nau.edu

Alternate Email Address
[Redacted]@live.com Enter your alternate email address.

Retype Alternate Email Address
[Redacted]@live.com

Cell Phone
[Redacted] 266 [Redacted] Verizon Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

☐ Test Text Message

You can add Both an Alternate Email and Cell phone or just One

You would then check the appropriate boxes (one or all) to receive notification your forms are ready.

Electronic Statement Notification Options

Would you like to access your 2016 tax statement electronically?

☒ Yes
☐ No

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Email Address ☒ **Alternate Email Address** ☒ **Cell Phone** ☒

Check one or all for both forms

If you are eligible for a 2016 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes
☐ No

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings"

Email Address ☒ **Alternate Email Address** ☒ **Cell Phone** ☒

Save your notification options when you are done

Save Notification Option Settings Cancel

If you HAVE made this election previously you will see the following when taken to the page:

Welcome

Account Name: [REDACTED]
Last login: 11/14/2016 1:47 PM ET
Failed login attempts: 0

LOGOUT

Home

Year-End Tax Statements +
Account Settings +

What would you like to do today?

Year-End Tax Statements

- Access Current Year-End Statements
- Access Prior Year-End Statements
- Request a Correction
- View Activity History
- Manage Electronic Tax Statement Options

From this page you can "Manage Electronic Tax Statement Options"

Welcome

Account Name [REDACTED]
 Last login: 11/14/2016 1:47 PM ET
 Failed login attempts: 0
[LOGOUT](#)

Home

- [Year-End Tax Statements](#)
- [Account Settings](#)

What would you like to do today?

Year-End Tax Statements

- [Access Current Year-End Statements](#)
- [Access Prior Year-End Statements](#)
- [Request a Correction](#)
- [View Activity History](#)
- [Manage Electronic Tax Statement Options](#)

If you wish to review or update your options click on the link and you will be taken to the Contract and Electronic Statement Options. Your NAU email is defaulted as your Email Address and you can add an Alternate Email and/or a Cell phone or you can update or remove them.

Contact and Electronic Statement Options

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address
 [REDACTED]@nau.edu Enter your primary email address.

Retype Email Address
 [REDACTED]@nau.edu

Alternate Email Address
 [REDACTED]@live.com Enter your alternate email address.

Retype Alternate Email Address
 [REDACTED]@live.com

Cell Phone
 [REDACTED] 266-[REDACTED] Verizon Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

[Test Text Message](#)

You can add Both an Alternate Email and Cell phone or just One

If you make changes you will be directed to update your delivery options for each form, the W-2 and 1095c form

Electronic Statement Notification Options

Would you like to access your 2016 tax statement electronically?

☒ Yes
☐ No

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Check one or all for both forms

Email Address ☒ Alternate Email Address ☒ Cell Phone ☒

If you are eligible for a 2016 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes
☐ No

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

Email Address ☒ Alternate Email Address ☒ Cell Phone ☒

Once you have updated your information just click the "Save Notification Option Settings"

Save Notification Option Settings Cancel

When you have saved your information, you will receive a message at the top of the page that says, "Your notification and delivery options have been changed. If you are not automatically redirected, please click here." This message confirms your information has been saved and you will then be automatically redirected back to the Paperless Employee home page after a few seconds.

Your notification and delivery options have been changed.
If you are not automatically redirected, please [click here](#)

If you already have an account with Paperless Employee and are only changing your contact information and/or notification options, you may need to verify your email address.

If when you click “Save Notification Option Settings” and you do not receive the confirmation message, you may need to verify your contact information. Scroll back to the top of the page and Paperless Employee will highlight in red what needs to be verified.

Contact and Electronic Statement Options

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address

Enter your primary email address.

Retype Email Address

Verify Email
You are required to verify your contact information.

Alternate Email Address

Enter your alternate email address.

Retype Alternate Email Address

Cell Phone

(Select a carrier) ▼

Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

Test Text Message

Click the “Verify Email” button and a pop-up window will appear asking you to enter a verification code. This verification code will be sent in an email to the address you are attempting to verify. It may take several minutes for you to receive this email. Once sent, the verification code is only usable for 15 minutes. If the email address is not verified within this time, you will need to restart this process.

After receiving the email and verification code, enter it exactly as it is shown in the email in the “Verification Code” field.

Verify Contact Information

Enter Verification Code

Please verify your contact information by entering your verification code below.

Your contact verification code has already been sent. Please enter the code below.

Verification Code *

The VerificationCode field is required.

Submit

If you wish to verify a Cell Phone, the process is the same except the verification code is sent via a text message.

After verifying your contact information, you can then click “Save Notification Option Settings” and you will receive the confirmation message and automatically be redirected to the home page of Paperless Employee.